

# ***SC DEPARTMENT OF CORRECTIONS***

## ***-JOB POSTING NOTICE (EOE)-***

OPENING DATE: 06/08/16

CLOSING DATE: 06/15/16 (4:30 PM)

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SCDC INTERNAL TITLE: PERSONNEL ASST.

SCDC POSITION #: 019616

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

LOCATION: BROAD RIVER CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 3

STATE JOB TITLE: ADMIN SPECIALIST II

STATE JOB CLASS: AA50

PAY BAND/LEVEL: 03 D

BAND: 03 SALARY RANGE \$ 022182 - \$ 041046 SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 024167 - \$ 025133 SCEIS POSITION #: 61017117

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### MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA. RELATED CLERICAL EXPERIENCE MAY

BE SUBSTITUTED FOR A HIGH SCHOOL DIPLOMA.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE

HUMAN RESOURCES). TWO (2) YEARS OF CLERICAL EXPERIENCE; OR A DEGREE

MAY BE SUBSTITUTED FOR THE WORK EXPERIENCE. MAY BE REQUIRED TO HAVE

EXPERIENCE IN THE USE OF CRT AND/OR PERSONAL COMPNUTER.

### DESCRIPTION OF DUTIES:

PROVIDES ADMINISTRATIVE SUPPORT TO THE HUMAN RESOURCES MANAGER.

OVERSEES THE MAINTENANCE OF LEAVE AND ATTENDANCE RECORDS, AUDITS

RECORDS, VERIFIES MONTHLY BALANCES. ASSISTS WITH NEW HIRE

PRE-PROCESSING. TYPES VARIOUS FORMS, REPORTS, AND CORRESPONDENCE.

ASSISTS EMPLOYEES REQUESTING INFORMATION OR CHANGES TO BENEFITS,

DEDUCTIONS, ETC. ENSURES AN ADEQUATE INVENTORY OF OFFICE SUPPLIES,

FORMS, AND BOOKLETS/BROCHURES. ENSURE CONFIDENTIALITY OF EMPLOYEE

INFORMATION IS STRICTLY MAINTAINED.

### COMMENTS:

MUST ATTEND SCDC BASIC TRAINING

MUST SUBMIT A RESUME TO BE CONSIDERED FOR THIS POSITION.